

ESTATE PROPERTY SPECIALIST

DEFINITION:

Under general supervision to be responsible for moving personal property from estates for safekeeping by the Public Administrator; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This classification works for the Public Administrator/Guardian. An incumbent has primary responsibility for identifying, packing and moving personal property and household goods to assist in safeguarding such property of conservatees or persons determined or alleged to be incompetent. Estate Property Specialist is the entry-level class in this series and is distinguished from the next higher classification, Senior Estate Property Specialist, in that the latter supervises the packing, moving and control of such property.

EXAMPLES OF DUTIES:

Locates, identifies, estimates the value of, and packs household goods and personal property which may include cash, jewelry, flatware, and firearms; loads and drives truck; moves, inventories and maintains control of property while in a warehouse; maintains mileage, labor hours and inventory records; arranges for shipment of property; removes trash and sweeps residences following removal of personal property and household goods; may be required to use insecticides; prepares household goods and personal property for monthly sale; may act as work group leader for casual day laborers hired to pack household goods.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods and practices of packing, receiving, shipping and storing household goods and personal property.
- Elementary record keeping.
- Inventory practices and procedures.
- Safety practices as related to lifting and moving heavy objects, handling firearms, using insecticides, and operating motor vehicles.

Skills and Abilities to:

- Pack household goods and personal property.
- Evaluate worth of household goods and furnishings.
- Prepare and maintain accurate inventory records.
- Lift and move moderate to heavy objects using dollies, hand trucks, forklifts and other devices where appropriate.
- Follow details oral and written instructions.
- Read and interpret street maps.
- Perform simple arithmetic calculations: addition, subtraction, multiplication and division.
- Safely operate a fully loaded truck.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrate knowledge, skills and abilities listed stated above. An example of qualifying experience is: Six (6) months of full-time experience in packing, moving, storing, and preparing for shipment of household, commercial, or industrial goods.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at time of appointment. A Class B driver's license is required before completing a probationary period.

Working Conditions:

The position involves continual heavy lifting, bending and pushing. Incumbents may be exposed to communicable disease, rodents, and unpleasant odors. In transporting furniture and boxes, incumbents may be required to climb up and down flights of stairs.

Background Investigation:

Candidates for some positions may be subject to a background investigation prior to employment.

